

RETENTION INCENTIVE CONDITIONS

You have been nominated for a Retention Incentive in the California National Guard technician program. Here are a few facts about Retention Incentives that you need to know:

1. The California National Guard may continue payment of a retention incentive as long as the conditions giving rise to the original determination to pay the incentive still exist.
2. Managers may reduce or terminate an incentive if, for example, a lesser amount would be sufficient to retain the employee, the agency no longer feels a retention incentive is warranted for the position, or for budget considerations.
3. Retention incentive recipients are cautioned to not place themselves in financial jeopardy. Retention incentives may and often will change due to the fluidity of labor markets, mission requirements, and budget considerations. Do not rely on an awarded retention incentive to pay for the necessities of life. Advance notice is not required to be given to an employee when a retention incentive is being reduced or terminated. The decision to reduce or terminate a retention incentive cannot be grieved or appealed.
4. At a minimum, supervisors will review at least annually the conditions warranting continuation of the Retention Incentive.
5. Annual re-certifications not received in the Directorate for Human Resources 30 days prior to the annual anniversary review date will be terminated on the anniversary date by the Directorate for Human Resources.
6. The following situations exclude employees from consideration for or continuation of a Retention Incentive:
 - a. Disciplinary or adverse action (e.g. written reprimand, suspension) anytime during the preceding twelve months or while receiving a retention incentive.
 - b. Technician appraisal system rating of "unsatisfactory."

I HAVE READ AND UNDERSTAND THESE CONDITIONS

SIGNATURE

DATE

TYPE/PRINT FULL NAME